Core Archive for SAP Solutions Training

Duration: **2 Day**

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Overview

This two-day course provides participants with the knowledge required to configure and use **Core Archive for SAP Solutions**, a public cloud archiving solution for SAP data and documents.

The course begins with an introduction to Core Archive for SAP Solutions, including its architecture and key prerequisites. Participants then explore the installation and configuration of the **Core Archive Connector** and gain an understanding of the different user types within the solution.

The programme continues with common SAP archiving scenarios. These include incoming and outgoing documents, together with additional scenarios that may vary according to the individual SAP installation and configuration. SAP Basis customisations required to support Core Archive are also covered.

Participants learn different methods for archiving documents from SAP into Core Archive, as well as approaches for accessing documents that have already been archived.

The course also addresses the ongoing maintenance of the Core Archive Connector. Operational tasks include performing backups, creating a new certificate/private key pair, reviewing log files, and carrying out related maintenance activities.

Finally, participants explore administration through the **Core Archive administration interface**. Administrative activities include defining a connection to SAP, creating collections, adding and releasing investigative holds, and performing other relevant management tasks.

Prerequisites

There are no prerequisites for this course.

What You Will Learn

According to the supplied course material, participants will be able to:

- Explain how Extended ECM works with SuccessFactors
- Navigate an Employee Workspace
- Upload documents to an Employee Workspace
- Identify missing or outdated documents
- Delete documents that are no longer required
- Generate common documents that an employee may need
- Use Document Self Service
- Explain how SuccessFactors documents can be added to Extended ECM

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Outline

- Using Document Self Service
- Hands-on exercises based on typical employee use cases
- Overview of Core Archive for SAP Solutions
- Understanding the Core Archive architecture
- Reviewing solution prerequisites

Additional Core Archive Topics Covered

The course overview also identifies the following areas as part of the training:

- Installing and configuring the Core Archive Connector
- Understanding user types
- Archiving incoming SAP documents
- Archiving outgoing SAP documents
- Additional archiving scenarios based on SAP configuration
- SAP Basis customisations for Core Archive
- Archiving SAP documents to Core Archive
- Accessing archived documents
- Backing up the Core Archive Connector
- Creating a certificate/private key pair
- Reviewing log files
- Defining connections to SAP
- Creating collections
- Adding and releasing investigative holds
- Working with the Core Archive administration interface